

Bulletin Number	25262BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Assessor
Position Title	SENIOR SECRETARY V
Exam Number	G-2104-L
Filing Type	Standard
Filing Start Date	23-Sep-2013
Filing End Date	04-Oct-2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4066.18
Salary Maximum	5333.00
Essential Job Functions	<p>Replies to correspondence and composes inter-office notices, bulletins, and memoranda with and without dictation.</p> <p>Screens supervisor's telephone calls, provides requested information or service, and refers callers to the appropriate person or place.</p> <p>Makes appointments and arranges conferences and meetings for supervisor.</p> <p>Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, both written and verbal, and when authorized acts in the supervisor's absence.</p> <p>Acts as liaison officer between the supervisor's office and other departments, agencies, and jurisdictions.</p> <p>Reviews materials being submitted for supervisor's attention to ensure that all relevant data, files, signatures, etc., are included.</p> <p>Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and prepares reports for supervisor's approval upon request.</p>
Requirements	<p><u>SELECTION REQUIREMENTS:</u></p> <p>One year of highly responsible secretarial experience as a Los Angeles County's class of Secretary V, Senior Secretary III, Senior Secretary IV, Management Secretary I, or Management Secretary II.</p> <p>Typing Rate: 40 net words per minute.</p>

Physical Class	<u>Physical Class II - Light</u> : Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	<p>*To qualify, applicants must have held or are currently holding the payroll title of Los Angeles County class of Secretary V, Senior Secretary III, Senior Secretary IV, Management Secretary I, or Management Secretary II.</p> <p>No out-of-class experience or experience in similar classes will be accepted.</p>
Examination Content	<p>This examination will consist of an evaluation of training and experience based on application information weighted 50% and an Appraisal of Promotability weighted 50%. The Appraisal of Promotability will evaluate knowledge and skills, productivity, adaptability, dependability, oral and written communication, and interpersonal relations.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.</p>
Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies in various divisions of the Assessor's Office.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.
Available Shift	Any
Job Opportunity Information	<p>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the selection requirements. Applicants must indicate their department name on the employment application.</p> <p>Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.</p>

County of Los Angeles  
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make every effort to meet reasonable accommodation requests whenever possible.

Application and Filing  
Information

All applicants are required to submit a standard County of Los Angeles employment application. Applications must be filled out completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

File using ONE of the methods below:

INSTRUCTIONS FOR FILING ONLINE:

We encourage you to apply online by clicking on the tab above or below this bulletin that reads, **Apply to Job**, so you can apply online and track the status of your application and get notified of your progress by mail.

We must receive your application by 5:00 p.m., PST, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (213) 617-3009 within five (5) days of filing. Please include your name, exam number and exam title.

FILING BY U.S. MAIL OR IN PERSON:

We must receive your completed application at the address below by 5:00 p.m., PST, on the last day of filing.

Assessor's Human Resources  
Kenneth Hahn Hall of Administration  
500 W. Temple St., Rm. 350  
Los Angeles, CA 90012  
Business Hours: 7:30 a.m. to 5:00 p.m.

Application Instructions: The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification.

We may reject your application at any stage of the selection process.

Department Contact Name	Alejandra Hinojosa
Department Contact Phone	(213) 974-3161
Department Contact Email	ahinojosa@assessor.lacounty.gov
ADA Coordinator Phone	(213) 974-3161
Teletype Phone	(800) 325-0778
California Relay Services Phone	(800) 735-2922